

Oyster River Cooperative School District  
REGULAR MEETING

**April 5, 2023**

**ORMS – Recital Hall**

**7:00 PM**

- O. 6:30 PM MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING
- I. **CALL TO ORDER 7:00 PM (Superintendent)**  
ELECTION OF CHAIRPERSON AND VICE-CHAIR
  - 1. Review ORCSD Policy BBAB – Selection and Duties of Officers
  - 2. Election of Officers
  - 3. Annual Review of “B” Policies
- Ia. PUBLIC HEARING for Policy:
  - BEDH & R – Public Comments at Board meetings Policy & Procedure
- II. APPROVAL OF AGENDA
- III. PUBLIC COMMENTS (*Total allotted time for public comment is 30 minutes*)
- IV. APPROVAL OF MINUTES *Motion to approve 03/20/23 Non-Public Minutes and 03/22/23 Regular Meeting Minutes.*
- V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS
  - A. District
  - B. Board
- VI. DISTRICT REPORTS
  - A. Assistant Superintendent/Curriculum & Instruction Report(s)
    - ORMS Communicating Student Learning (Jay Richard)
  - B. Superintendent’s Report
    - Conval Lawsuit
    - Calendar – May 26 Workshop
    - School Board News
  - C. Business Administrator
    - MS22 *Motion to authorize the Board to sign the MS22.*
    - Tennis Court Access
  - D. Student Representative (Paige Burt)
  - E. Finance Committee Report
  - F. Other:
- VII. UNANIMOUS CONSENT AGENDA *{Requires unanimous approval. Individual items may be removed by any Board Member for separate discussion and vote}*
  - Nominate and approve Non-Continuing Contract Professional Staff Members as submitted by the Superintendent.  
*Motion to Nominate and Approve the Non-Continuing Contract Professional Staff Members as submitted by the Superintendent.*
  - Nominate Mast Way Art Teacher. *Motion to nominate the selected Mast Way Art Teacher candidate.*
  - List of Policies for a second read/adoption: BEDH & R – Public Comments at Board Meetings Policy and Procedure, Policy JJJ – Access to Public School Programs by Non-Public, Charter Schools and Home Education Pupils. *Motion to approve List of Policies for second read/adoption: BEDH & R – Public Comments at Board Meetings Policy and Procedure, Policy JJJ – Access to Public School Programs by Non-Public, Charter Schools and Home Education Pupils.*
- VIII. DISCUSSION & ACTION ITEMS
  - Committee Assignment Requests:
    - What is the committee and what does it do?
- IX. SCHOOL BOARD COMMITTEE UPDATES
- X. PUBLIC COMMENTS (*Total allotted time for public comment is 30 minutes*)
- XI. CLOSING ACTIONS
  - A. Future meeting dates: April 19, 2023 – Regular School Board Meeting @ 7:00 PM MS Recital Hall  
May 3, 2023 – Regular School Board Meeting @ 7:00 PM Moharimet School
- XII. NON-PUBLIC SESSION: RSA 91-A:3 II {If Needed}  
NON-MEETING SESSION: RSA 91-A2 I {If Needed}
- XIII. ADJOURNMENT:

The School Board reserves the right to take action on any item on the agenda.

Respectfully submitted, Superintendent

**Oyster River Cooperative School District  
SAU #5**

Welcome to the School Board meeting. If you wish to be heard by the Board, please note “Public Comment” at the beginning of the agenda (reverse side). During the comment section of the agenda each speaker may have up to three (3) minutes within the time frame allowed. Board Chair may limit time allotment as deemed necessary. Occasionally, the Board may “suspend its rules” to allow visitor participation at the time an issue of specific interest is being addressed. A speaker will not be recognized for a second time on a particular topic.

Visitors should not expect a Board response to their comments or questions under the above since the Board may not have discussed or taken a position on the matter. The Superintendent, without speaking for the Board, may offer clarification as appropriate.

Agendas and background information are available on the district website prior to meetings. Agendas and additional information are generally available at the entrance to the meeting room or distributed at the time the item is introduced for discussion.

The ORCSD School Board will meet in regular session on the first and third Wednesdays of the month with additional meetings when necessary. The School Board appreciates your attendance at these meetings and invites your continued interest in its work on behalf of the children and residents of the District.

**Oyster River Cooperative School District Members:**

- |                  |                            |
|------------------|----------------------------|
| • Denise Day     | Term on Board: 2023 - 2026 |
| • Brian Cisneros | Term on Board: 2021 –2024  |
| • Daniel Klein   | Term on Board: 2021 - 2024 |
| • Thomas Newkirk | Term on Board: 2023 - 2024 |
| • Matthew Bacon  | Term on Board: 2022 - 2025 |
| • Heather Smith  | Term on Board: 2022– 2025  |
| • Giana Gelsey   | Term on Board: 2023 - 2026 |

**Information Regarding Nonpublic Session**

On occasion, the Board agenda may include (or be adjusted to include) a Nonpublic Session. When a motion is made to do so, it will be done under the provisions of the NH State Law RSA 91-A:3 II, and one or more of the following reasons will be claimed for entering Nonpublic Session:

- The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request will be granted.
- The hiring of any person as a public employee.
- Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.
- Consideration of the acquisition, sale or lease of real property or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency of any sub-division thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BBAB
Draft to Policy Committee: March 8, 2017 School Board First Read: April 5, 2017 School Board Second Read/Adoption: April 19, 2017 Board Reviewed: May 6, 2020 – No Change Policy Committee Review: 9/8/22, 10/13/22, & 11/10/22 School Board First Read: December 7, 2022 School Board Second Read/Adoption: December 21, 2022	Page 1 of 1 Category: Optional

## SELECTION AND DUTIES OF OFFICERS

Board officers will include a chairperson and vice-chairperson. Officers will be elected at the board's re-organizational meeting following the school district annual meeting. Board officers will serve a one-year term, concluding at the re-organizational meeting the following year, at which time a new election of officers will occur.

### Duties of the Chairperson

The Oyster River Cooperative School Board Chairperson shall preside at all meetings of the Board and shall perform other duties as directed by law, New Hampshire Department of Education rules, and by this Board. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
2. Consult with the Superintendent and Vice-Chair in the planning of the Board meeting agendas;
3. Confer with the Superintendent on crucial matters that may occur between Board meetings;
4. Appoint members to serve on specific committees, subject to full Board approval;
5. Call emergency meetings of the Board as necessary;
6. Be the public spokesperson for the Board at all times except as this responsibility is specifically delegated to others; and
7. Preside at and be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies relating to the order of business and the conduct of meetings;
4. Put motions to a vote and announce the vote result.

The Chairperson shall have the right, as other Board members have, to offer motions, discuss questions, and vote.

### Duties of the Vice-Chairperson

The Vice-Chair will have the powers and duties of the Chairperson in their absence or for the duration of the disability, and such powers and duties as the Board may from time to time determine.

If the chairperson resigns for the School Board or resigns from the office of the chair, the vice-chairperson will become chair of the Board. If the vice-chairperson resigns from the School Board or from the respective office, the Board will hold new elections for those offices.

The Superintendent is the chief executive officer and an ex-officio member of the Board and shall be the Executive Secretary ex-officio, and non-voting member of the Board.

Cross Reference: BBAA – School Board Member Authority  
BDF – Advisory Committees to the Board

Legal Reference: RSA 91-A:2 Meetings Open to the Public

**Policies for Annual Review**

**School Board Meeting of:**

**April 5, 2023**

<b>TITLE</b>	<b>CODE</b>
<b>Policies for Annual Review:</b>	
School Board Member Authority	BBA
Advisory Committees to the Board	BDF
School Attorney	BDG
Regular Board Meetings	BEA
Non-Public Session	BEC
Rules of Order	BEDD
Minutes	BEDG
Public Comment at Board Meetings*	BEDH
School Board Use of Emails	BHE

\* This policy currently in review status for a 2<sup>nd</sup> read/adoption at the April 5, 2023 meeting.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BBAA
School Board Annual Review: April 6, 2022 Policy Committee Review: 9/8/22, 10/13/22, & 11/10/22 School Board First Read: December 7, 2022 School Board Second Read Adoption: December 21, 2022 <a href="#">School Board Annual Review: April 5, 2023</a>	Page 1 of 2 Category: Recommended

## SCHOOL BOARD MEMBER AUTHORITY

The authority of individual Oyster River Cooperative School Board members is limited to participating in actions taken by the School Board as a whole when legally in session. School Board members shall not assume responsibilities of administrators or other staff members. The School Board or staff shall not be bound in any way by any action taken or statement made by any individual School Board member or group of School Board members except when such statement or action is pursuant to specific instructions and official action taken by the School Board consistent with policies, BDF, and BBAB.

### Delegation

A Board member may be delegated authority by the Board to take action outside a proper Board meeting only as one of the following: 1) an officer of the Board, 2) a member of a Board subcommittee, 3) a member of an advisory committee. 4) a Board Liaison to another committee or organization, or 5) for a specific task. Except for officers, all other delegations shall be appointed by the Chairperson of the Board and approved by proper vote of the Board.

### Subcommittees:

The Board may form subcommittees from its own membership to facilitate the work of the Board. Subcommittees may be standing committees that serve continuously for a specific topic, or they may be special or ad hoc committees that serve for a specific task and are then dissolved. Such subcommittees will be comprised of up to three Board members. All Board subcommittees are subservient to the Board as a whole and will have study and review functions as assigned to them by proper motion of the Board. Subcommittees will report their findings and recommendations to the full Board which will take action as a whole. Subcommittees may also take action that have been previously authorized by the full Board or are inherent in their Board approved charge. It is not the intent of any sub-committee to ever have the authority to work outside or instead of the authority of the full Board. The Board retains the right to dissolve a subcommittee at any time.

The standing committees of the ORCSD School Board are Negotiations, Policy and Finance.

All Board subcommittees are themselves public bodies under the Right-to-Know law and must comply fully with that law and all related policies equally as the Board itself.

### Liaison

Board members may serve as Board liaison to other committees or organizations, both school and community based, for the purpose of reciprocal communication and reporting back to the Board. The number of Board members delegated to a committee may never equal a quorum of the Board. Public access to the meetings and records of such committees or organizations is determined by how the Right-to-Know law applies to that committee or organization. Communications and reports involving the liaison with the Board shall be consistent with the Right-to-Know law and all related policies.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BBAA
School Board Annual Review: April 6, 2022 Policy Committee Review: 9/8/22, 10/13/22, & 11/10/22 School Board First Read: December 7, 2022 School Board Second Read/Adoption: December 22,2022 <a href="#">School Board Annual Review: April 4, 2023</a>	Page 2 of 2 Category: Recommended

**Specific Task**

An individual Board member may occasionally be delegated by the Board to perform a specific task. The motion to delegate a task to a Board member must include detailed instructions and be for a specific and limited time so that administrators, staff, other Board members and the public are fully aware of when a Board member is performing a task. If an original timeline is not met no new motion will be required but the Board member so tasked must keep the Board informed. All communications or actions related to the delegated task involving any other Board member must be at a proper Board meeting. A delegated task must not be used to circumvent the spirit of the Right-to-Know law.

This policy affects public access to the Board and the public’s Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right-to-Know law that may not be suspended. This policy will be reviewed by the Board annually.

**Cross References:**

- Policy BBAB – Selection of Officers
- Policy BDF – Advisory Committees to the Board

**Legal references:**

- RSA 91-A:2, Meetings Open to Public
- RSA 91-A:2-a, Communication Outside Meetings
- N.H. Code of Administrative Rules-Section Ed. 303.01, Substantive Duties of School Boards

<b>OYSTER RIVER COOPERATIVE SCHOOL BOARD</b>	<b>Policy Code: BDF</b>
School Board First Read: May 20, 2015 School Board June 17, 2015 - Request for Public Hearing School Board (Public Hearing): August 19, 2015 School Board Second Read/Adoption: October 7, 2015 Policy Committee Reviewed: 4/13/16, 4/19/17, 4/11/18 5/6/20, 5/5/21- No Changes School Board Annual Review: April 6, 2022 <a href="#">School Board Annual Review: April 5, 2023</a>	Page 1 of 2 Category: Optional

### ADVISORY COMMITTEES TO THE BOARD

The Oyster River Cooperative School Board may rely on advisory committees to counsel it as a means of discerning the needs and desires of the School District and its residents. The central purpose of all advisory committees is to contribute to the educational program by conducting studies, identifying problems, and developing recommendations that enhance the effectiveness of the decision-making process. It is not the intent of any sub-committee/advisory committee to ever have the authority to work outside or instead of the authority of the full Board.

Any advisory committee shall have only those duties and powers as the Board determines. Said duties will be reviewed annually by the full Board. The ultimate authority to make decisions will continue to reside with the Board. No advisory committee's recommendations shall have any limiting effect on appropriations, unless all the procedures of RSA 32 have been followed.

Upon completing its assignment, each committee shall either be given new problems or be dissolved. Advisory committees shall not be allowed to continue for prolonged periods without a definite assignment. Each committee shall be instructed as to the length of time each member is being asked to serve, the service the Board wishes it to render, the resources the Board intends to provide, the approximate dates on which the Board wishes it to submit reports, and the approximate date on which the Board wishes to dissolve the committee. The committee shall be instructed as to the relationship it has to the Board, to individual Board members, to the Board member(s) assigned to provide liaison, to the public, to the Superintendent, the committee assistant, and the remainder of the professional staff.

The Board shall have sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

The Board may seek the advice of the Superintendent before establishing or dissolving any advisory committee.

The Board shall make all appointments of citizens to advisory committees unless delegated to the superintendent. The Superintendent shall make all appointments of staff members.

The School Board shall see that the public is made aware of the services rendered by such committees and shall see that the public is informed of the major conclusions and recommendations made by such committees. All public announcements concerning the organization, membership, operation, recommendations and dissolution of such committees shall be made at such time and in such manner as the Board may choose.

Any advisory committee that reports to the Board or informs a decision ultimately to be made by the Board is a public body fully subject to the Right-to-Know law and related policies equally as the Board itself. This does not include advisory committees that only report to or inform a decision made by the Superintendent or his or her designee. For example, an advisory committee to recommend candidates to be nominated by the Superintendent is not a public body even though the Board votes to elect the single nominated candidate.

As each new advisory committee that is a public body is being organized, its members will review the Right-to-Know law and related policies to ensure full awareness and compliance.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDF
School Board First Read: May 20, 2015 School Board June 17, 2015 Request for Public Hearing School Board (Public Hearing): August 19, 2015 School Board Second Read/Adoption: October 7, 2015 Policy Committee Reviewed: 4/13/16, 4/19/17, 4/11/18, 5/6/20, 5/5/21 – No Changes Annual Policy Committee Review: April 11, 2018 – No Change School Board Annual Review: April 6, 2022 <a href="#">School Board Annual Review: April 5, 2023</a>	Page 2 of 2 Category: Optional

This policy affects public access to the Board and the public’s Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right-to-Know law that may not be suspended. This policy will be reviewed by the Board and all standing advisory committees annually.

**Cross Reference:**

- BBAA – School Board Member Authority
- BDB – Board Officers/Board Organization Meeting
- EFA: Availability and Distribution of Healthy Foods

**Legal References:**

- RSA 32:24, Other Committees
- RSA 91-A: Access to Public Records and Meetings



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy: BDG
School Board/Superintendent Revisions: January 13, 2014 Reviewed by School Board: March 31, 2015 Policy Committee Review: April 13, 2016 – No Change Annual Policy Committee Review: April 19, 2017- 4/11/18, 5/6/20, 5/5/21No Change School Board Annual Review: April 6, 2022 <a href="#">School Board Annual Review: April 5, 2023</a>	Page 1 of 1 Category: Optional

### SCHOOL ATTORNEY

The Superintendent, his or her designees, and the Board Chairperson, are each authorized to confer with or seek legal advice of an attorney. Consistent with Policy BBAA as a specific task, the Board may authorize a specific member to confer with legal counsel on its behalf. The Chairperson or other delegated Board member must report on any legal advice to the Board. A decision to seek legal advice or assistance on behalf of the School District shall normally be made by the Superintendent or by persons specifically authorized by the Superintendent. Such action shall occur where it is consistent with approved District policy or standard practice and meets an obvious need of the District. It may also take place as a consequence of a proper vote of the Board.

The School Board, or the Superintendent for routine legal assistance, may enter into a long-term agreement such as a retainer for legal services with a specific attorney or law firm. The District will only pay for legal services that are provided in accordance with the agreement for legal services or are otherwise authorized by this policy or a proper vote of the Board. The Board retains the right to counsel with or employ other attorneys and to terminate the service of any attorney. For routine legal assistance of the District as defined below, the Superintendent may employ other attorneys at his or her discretion.

Meetings of the Board that are wholly consultation with legal counsel are not subject to public access, except for the abbreviated record required by Policy BEDG, as allowed by the Right-to-Know law. However, any deliberations or actions of the Board, must be done at a proper public or non-public meeting except when allowed at a non-meeting in accordance with RSA 91-A:2. Selecting an attorney or law firm, employing, and entering into or terminating an agreement for legal services are not consultation with legal counsel and may only occur at a proper public meeting. The consultation with legal counsel exemption must not be used to circumvent the spirit of the Right-to-Know law.

Many types of instances of legal assistance to the District may be considered routine and not necessitating specific Board approval or prior vote. For example, the Superintendent may consult with the school attorney to interpret statutory requirements or regulations, prepare or review contracts and seek legal opinions regarding other District issues. Routine legal assistance does not include anything that directly involves the Board or any Board member.

However, in consideration of the Board's fiscal responsibilities, the administration shall provide to the Board a quarterly accounting of the District's legal fees incurred. It is understood that any extraordinary legal cost will be reported to the School Board in a timely manner.

This policy affects public access to the Board and the public's Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right-to-Know law that may not be suspended. This policy will be reviewed by the Board and all standing advisory committees annually before the end of April to ensure full awareness and compliance.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEA Recorded from BE
School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 Policy Committee Review: 4/13/16, 4/19/17 – No Change Annual Policy Committee Review: April 11, 2018, 5/6/20, 5/5/21 -No Change School Board Annual Review: April 6, 2022 <a href="#">School Board Annual Review: April 5, 2023</a>	Page 1 of 2 Category: Recommended

## REGULAR BOARD MEETINGS

The Oyster River Cooperative School Board shall meet at least once every two months. Unless otherwise determined by Board action, regular meetings of the Board shall be held at Oyster River High School on the first and third Wednesday of each month (with the exception of the months of July and August) in a handicapped accessible location, beginning at 6:30 for manifest review and 7:00 for other business. Additional meetings may be called by the Board Chairperson as needed. Public meetings will be scheduled to encourage public attendance.

Each Board member should articulate the reason for their votes and the Chairperson should encourage members who have not. Every spoken word should be clear and every document readily available, except when exempt from publication under provision 91-A or otherwise impracticable due to volume, complexity or other legitimate reason. It should be easy for the public to understand and follow along in detail with Board discussions at public meetings.

The Board reserves the right to cancel, adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions of RSA 91-A:3 and Policy BEC.

Notice of all Board meetings will be posted in at least two appropriate places at least twenty-four (24) hours prior to the meeting as required by law. Notices will be posted outside of each school and at the District office as well as on the District web site when available. The agenda and related public documents for the meeting will also be posted on the District web site when available twenty-four (24) hours as required by law prior to the meeting. Notices will be posted consistently and to encourage public attendance at all public Board meetings. All changes of regular meetings from normal dates shall be advertised at least twenty-four (24) hours prior to the date of the meeting.

Emergency meetings may be called by the Chairperson or by action of a majority of the Board. For purposes of this policy, an emergency as defined in 91-A:2 II is a situation where immediate un-delayed action that does not allow regular notice is deemed to be imperative by those who called the meeting. In the event of an emergency meeting, the Board will post notice of time, place and purpose of the emergency meeting as soon as possible and will also use other reasonable means to inform the public that an emergency meeting is to be held. Minutes of an emergency meeting will clearly state the need and purpose for the emergency meeting. If the meeting was called by a majority of the Board, then the Board must begin the meeting by a proper vote declaring the need for the meeting. The Board may only discuss or act on the business deemed to be an emergency at an emergency meeting.

A proper meeting for this and other policies is one that fully complies with the Right-to-Know law and related policies. If a meeting is known to be improper, such as it was not properly posted, then it must be rescheduled for a time when it can be properly held.

Except for those meetings expressly exempt under the Right-to-Know law, all Board meetings shall be open to the public. The Board will establish the agenda of each meeting. The Board reserves the right to amend the agenda during the meeting, should a majority of the Board vote to do so. Additionally, the Board will allow public comments at regular public meetings consistent with Policy BEDH.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEA Recorded from BE
School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 Policy Committee Review: 4/13/16, 4/19/17 – No Change Annual Policy Committee Review: April 11, 2018, 5/9/20, 5/5/21-No Change School Board Annual Review: April 6, 2022 <a href="#">School Board Annual Review: April 5, 2023</a>	Page 2 of 2 Category: Recommended

The School Board recognizes that the consistent attendance of Board members at Board Meetings is essential for the efficient, effective operation of the Board’s duties as well as fulfilling our individual obligations as elected officials. Each member is obligated to attend School Board meetings regularly. Whenever possible, each School Board member shall give advance notice to the Chairperson or Superintendent of his/her inability to attend a School Board meeting.

This policy affects public access to the Board and the public’s Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right-to-Know law that may not be suspended. This policy will be reviewed by the Board and all standing advisory committees annually before the end of April to ensure full awareness and compliance.

Cross Reference: BEC – Non-Public Meetings  
BEDH – Public Participation at Board Meetings

Legal References:

- RSA 91-A, Access to Public Records and Meetings
- RSA 91-A:2, II, Meetings Open to the Public
- N.H. Code of Administrative Rules, Section Ed. 303.01(f), Substantive Duties of School Boards

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEC
School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 Policy Committee Review: March 9, 2016 & April 13, 2016 School Board Public Hearing/First Read: April 20, 2016 School Board Second Read/Adoption: May 4, 2016 Annual Policy Committee Review: April 19, 2017, 4/11/18, 5/6/20, 5/5/21-No Change Annual Policy Committee Review: April 11, 2018 – No Change School Board Annual Review: April 6, 2022 <a href="#">School Board Annual Review: April 5, 2023</a>	Page 1 of 2 Category: Recommended

## NON-PUBLIC SESSIONS

The Board may meet in non-public session for any purposes set out in RSA 91-A:3. Every non-public session must be preceded by a public meeting even if only for the action to enter non-public session. The public meeting must follow all the requirements of the Right-to-Know law and related policies. Upon a motion properly made and seconded, the vote to enter non-public session will be a recorded roll-call vote made in public session. The motion calling for a non-public session will state the matter(s) to be discussed and will state the statutory exemption(s) for entering non-public session.

Discussion in the non-public session must be limited to the matters and statutory exemptions made in the motion. To discuss any other subject, the Board must go back into public session and make another motion to enter into another non-public session. The minutes of the non-public session must enumerate each and every subject discussed during the non-public session. A vote to approve the minutes of a non-public session affirms that no other subject was discussed for which each Board member is individually accountable.

The Board shall record minutes of all non-public sessions. Non-public session minutes will be made publicly available within 72 hours of the non-public session, unless the Board votes to seal the minutes. The Board may seal minutes of a non-public session only by a two-thirds vote. The Board may only vote to seal minutes of non-public sessions if divulging such information would:

1. Adversely affect the reputation of a person other than a member of the Board;
2. Render a proposed board action ineffective; or
3. Thwart safety considerations pertaining to terrorism or other emergency functions of the Board.

The deliberation to seal minutes must occur in public session, and the motion to seal occurs in public. The motion to seal the minutes must be properly made and seconded and state the exemption allowing the minutes to be sealed and the estimate of how long they will be sealed, such estimate not to be considered a definitive timeline but merely an estimate.

Minutes may not be sealed if the session contained discussion of any subject not covered by the exemption. The minutes if sealed should be organized to address one subject covered by an exemption at a time so that the relevant portions of the minutes may be unsealed independently. If it is expected that the minutes for a non-public session may be sealed, then a separate non-public session should be held for each subject, with a separate public motion to enter.

Sealed non-public minutes may only be reviewed by the Board at a proper non-public meeting. Individual members may not review sealed minutes outside of a Board review. Minutes of all sealed non-public sessions must be reviewed by the Board at least annually to determine whether they should be unsealed.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEC
School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 Policy Committee Review: March 9, 2016 & April 13, 2016 School Board Public Hearing/First Read: April 20, 2016 School Board Second Read/Adoption: May 4, 2016 Annual Policy Committee Review: April 11, 2018, 5/6/20, 5/5/21 – No Change School Board Annual Review: April 6, 2022 <a href="#">School Board Annual Review: April 5, 2023</a>	Page 2 of 2 Category: Recommended

Board members are prohibited from publicly discussing matters that were properly discussed in non-public session beyond what is reported in the non-public minutes. This prohibition does not apply to subjects not included in the motion entering the non-public session.

The Superintendent or his/her designated administrator, as well as necessary personnel, may attend all non-public sessions of the Board, except those non-public sessions that pertain to the Superintendent’s employment.

This policy affects public access to the Board and the public’s Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right-to-Know law that may not be suspended. This policy will be reviewed by the Board and all standing advisory committees annually before the end of April to ensure full awareness and compliance.

**Legal References:**

- RSA 91-A:3, Non-Public Sessions
- RSA 91-A:4, Minutes and Records Available for Public Inspection
- RSA 42:1-a, Oaths of Town Officers: Manner of Dismissal; Breach of Confidentiality

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEDD previously - BDDD
Date of Adoption: September 1970 Dates of Revision: 3/26/97, 5/5/99 Code Revision: November 18, 2009 Review to School Board First Read: November 7, 2012 School Board Second Read/Adoption: November 14, 2012 School Board/Superintendent Revisions: January 13, 2014, 4/19/17, 4/11/18, 5/6/20, 5/5/21 School Board Annual Review: April 6, 2022 <a href="#">School Board Annual Review: April 5, 2023</a>	Page 1 of 1 Category: Optional

## RULES OF ORDER

Robert’s Rules of Order shall guide the proceedings of all meetings of the Board, as necessary or to the extent practicable.

A majority of the members of the Board (four) shall constitute a quorum. The affirmative vote of a majority of those members present at any proper meeting having a quorum shall be considered a proper vote sufficient for action except for actions required otherwise by law or these policies. No other form of action shall be sufficient.

This policy affects public access to the Board and the public’s Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right-to-Know law, that may not be suspended. This policy will be reviewed by the Board and all standing advisory committees annually before the end of April to ensure full awareness and compliance.

<b>OYSTER RIVER COOPERATIVE SCHOOL BOARD</b>	Policy Code: BEDG
School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 Policy Committee Review: 4/13/16, 4/19/17 – No Change Annual Policy Committee Review: April 11, 2018, 5/6/20, 5/5/21 – No Change School Board Annual Review: April 6, 2022 <a href="#">School Board Annual Review: April 5, 2023</a>	Page 1 of 1 Category: Recommended

## MINUTES

A record of all public and non-public School Board meetings shall be kept as minutes. The minutes will include names of Board members in attendance, persons appearing before the Board, a brief description of all issues discussed, and all motions made, votes taken, and decisions made. The record of each motion and vote shall include who moved the motion, who seconded, the method of taking the vote, and how each member voted. The record of each motion must describe the action of the Board in sufficient detail that whoever must comply with the motion need only read the record to know how to fully comply. The minutes must comply with the requirements of the Right-to-Know law, RSA 91-A, and must record all points of compliance with this law and related policies. Documents not part of a formal motion may be omitted if they are referred to and identified by some method.

Copies of draft Board meeting minutes will be sent to Board members in advance of the meeting at which they are to be approved. Corrections to the minutes may be made at the meeting at which they are to be approved.

The minutes of the Board will be kept in an official binder and will be in the custody of the Superintendent. Minutes of all public meetings will be made available on the District web site when available and for public inspection no later than five (5) business days after the meeting. Minutes for all non-public sessions will be made available on the District web site when available and for public inspection within seventy-two (72) hours after the non-public session, unless sealed consistent with Policy BEC.

An abbreviated record shall be kept for non-meetings as allowed under RSA 91-A:2, I. This abbreviated record shall only include the date, time, place, attendees and specific exemption under RSA 91-A:2, I that allowed the non-meeting. The record shall not include any description of the issues discussed. Abbreviated records for non-meetings shall be made available on the District web site when available and for public inspection within seventy-two (72) hours after the non-meeting. Since an abbreviated record for a non-meeting provides no details about the issues discussed, such records may not be sealed.

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Legal Reference: RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public  
RSA 91-A:3 III, Public Records and Meetings: Non-Public Sessions  
RSA 91-A:4 I, Public Records and Meetings: Minutes and Records available for Public Inspection

Cross Reference: BEA – Regular Board Meetings  
BEC – Non-Public Session  
BEDB – Agenda Preparation and Format

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEDH
School Board Public Hearing/First Read: October 6, 2021 School Board Second Read Adoption: October 20, 2021 School Board Annual Review: April 6, 2022 <a href="#">Policy Committee Review: January 12, 2023 &amp; 2/9/23</a> <a href="#">School Board First Read: February 15, 2023</a> <a href="#">Back to Policy: March 9, 2023</a> <a href="#">School Board First Read: April 5, 2023</a>	Page 1 of 1 Category: Recommended

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1. Consistent with RSA 91-A:3, Policy BEDB-[Agenda Preparation & Format](#), and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public agenda that is to be properly discussed in a non-public session. Complaints regarding district staff will be directed to the Superintendent.

[2. Consistent with RSA 189:74, public comment can happen anytime within 30 minutes of the start of public comment, even when after the Board has moved on to other topics. Additionally, the required 30-minute limit minimum only applies to the first public comment period at any meeting if more than one comment period is on the agenda.](#)

[23. All speakers are to conduct themselves in a civil manner. Obscene, slanderous, defamatory or violent statements will be considered out of order and will not be tolerated. The Board Chairperson may terminate the speaker's privilege of address if the speaker does not follow this rule of order. Individuals who may speak during Public Comment includes, residents of the District, parents or guardians of students who attend District schools and students](#)

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[45. Speakers may not delegate others to speak on their behalf or "give" time to other speakers.](#)

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### **Legal Reference:**

RSA 91-A:2, Meetings Open to Public

RSA 91-A:3, Non-Public Sessions

### **Cross Reference:**

BEDH-R & R1 – Public Comment Procedure & Sign-in Form

BEA – Regular Board Meetings

BEC – Non-Public Sessions

BEDB – Agenda Preparation and Format

KEB – Complaints about School Personnel



OYSTER RIVER COOPERATIVE SCHOOL DISTRICT	BEDH-R
Policy Committee: September 9, 2021 School Board Public Hearing/First Read: October 6, 2021 School Board Second Read Adoption: October 20, 2021 <a href="#">Policy Committee Review: January 12, 2023 &amp; 2/9/23</a> <a href="#">School Board First Read: February 15, 2023</a> <a href="#">Back to Policy: March 9, 2023</a> <a href="#">School Board First Read: April 5, 2023</a>	

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In Public Comments, the School Board seeks to:

1. Include comments from as many Oyster River community members [and parents or guardians of students who attend as possible District schools](#) in the time allotted for public comments. ~~(tuition student families may speak to issues related to the building in which their child attends).~~
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- RSA 91-A:2, Meetings Open to Public
- RSA 91-A:3, Non-Public Sessions
- [RSA 189:74: Public Comment](#)

**Cross Reference:**

BEDH – Public Participation at a Board Meeting

BEDH-R1

BEA – Regular Board Meetings

BEC – Non-Public Sessions

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OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BHE <i>Previously BHEA</i>
Date of Adoption: July 20, 2011 , Code Change-Adopted School Board: May 2, 2012 Recently Adopted – No Changes: October 24, 2012 School Board/Superintendent Revision: January 13, 2014 & March 31, 2015 Annual Review Policy Committee: April 19, 2017, 4/11/18, 5/6/20, -No Change Annual Review Policy Committee: December 10, 2020, 5/5/21 School Board First Read: December 1, 2021 School Board Second Read/Adoption: December 15, 2021 School Board Annual Review: April 6, 2022 <a href="#">School Board Annual Review: April 5, 2023</a>	Page 1 of 1 Category: Recommended

## SCHOOL BOARD USE OF EMAIL

The Right-to-Know law does not apply to isolated conversations between individual Board members outside of public meetings, unless those conversations were planned or intended for the purpose of discussing matters related to official business and the Board made decisions during them. However, the Right-to-Know law, specifically RSA 91-A:2-a and 91-A:1, also requires that “communications outside a meeting ... shall not be used to circumvent the spirit and purpose of” the law, namely to facilitate “the greatest possible public access to the actions, discussions and records” of the Board.

A quorum of the Board will not use email or any other form of communication either simultaneously or sequentially to discuss or act upon a matter or matters over which the School Board has supervision, control, jurisdiction or advisory power. Use of email by School Board members should conform to the same standards of judgment, propriety, and ethics as other forms of School Board related communication. School Board members shall comply with the following guidelines when using email in the conduct of School Board responsibilities:

- A. The School Board shall not use email as a substitute for discussions or deliberations at School Board meetings or for other communications or business properly confined to School Board meeting.
- B. School Board members should be aware that email and email attachments received regarding school business may be public records which may be inspected by any person upon request, unless otherwise made confidential by law.
- C. School Board members should avoid reference to confidential information about employees, students, or other matters in email communications because of the risk of improper disclosure. School Board members should comply with the same standards as school employees with regard to confidential information.
- D. When using email for School Board business, School Board members will use their District assigned email addresses.

This policy will be reviewed by the Board annually before the end of April to ensure full awareness and compliance.

### Legal Reference:

RSA 91-A:2-A, Communications Outside Meetings

### Cross Reference:

BHE-R- School Board Use of Email Procedure

GBJ- Personnel Records

JRA – Student Records & Information

JICL – Student Computer & Internet Use

GBEF & R- Employee Computer & Internet Use

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OYSTER RIVER COOPERATIVE SCHOOL DISTRICT	BEDH-R
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- [RSA 189:74: Public Comment](#)

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BEDH – Public Participation at a Board Meeting

BEDH-R1

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KEB – Complaints about School Personnel

Oyster River Cooperative School Board  
Non-Public Meeting Minutes: March 20, 2023

**Denise Day moved to enter nonpublic session at 6:35 p.m. in accordance with RSA 91-A:3 II (c) –Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting, 2<sup>nd</sup> by Matt Bacon. Upon roll call vote, the motion passed 4-0.**

School Board Attendees:

Michael Williams  
Denise Day  
Heather Smith  
Matthew Bacon

Administrators Present:

Dr. Jim Morse

ABSENT: Dan Klein, Brian Cisneros

**6:35 p.m. - nonpublic session began.**

The Board had a discussion pertaining to the hiring of the Business Administrator.

There were no motions during nonpublic session.

**Heather Smith made a motion to exit non-public session and adjourn at 9:19 PM, seconded by Matt Bacon.**



# Oyster River Cooperative School Board

## Regular Meeting Minutes

March 22, 2023

DRAFT

**SCHOOL BOARD PRESENT:** Michael Williams, Denise Day, Brian Cisneros, Dan Klein, Heather Smith, Matt Bacon

**STUDENT REPRESENTATIVE:** Paige Burt

**ADMINISTRATORS PRESENT:** Dr. Morse, Suzanne Filippone, Catherine Plourde, Sue Caswell, Josh Olstad, Rebecca Noe, Jay Richard, David Goldsmith, Misty Lowe, Shannon Caron

**STAFF PRESENT:** Stephanie Kadden

**GUEST PRESENT:** Nathan Lunney, President of NHASBO

**ABSENT:**

**I. CALLED TO ORDER at 7:00 PM by Michael Williams**

**II. APPROVAL OF AGENDA**

Michael Williams made the following addition: A Special Announcement will follow the Approval of Minutes.

**Denise Day made a motion to approve the agenda with addition, 2<sup>nd</sup> by Matt Bacon. Motion passed 6-0.**

**III. PUBLIC COMMENTS**

ORHS members of the high school Robotics Program, Lanie Pavlik and Chris Hawley, announced an upcoming competition to promote building, engineering, and coding. The robotics event takes place all day on March 25<sup>th</sup> & 26<sup>th</sup> at the UNH Whitmore Center and admission is free. They encouraged all ages to come see robots play games and compete.

**IV. APPROVAL OF MINUTES**

**Denise Day moved to approve the March 1<sup>st</sup>, 2023 Regular Meeting Minutes, 2<sup>nd</sup> by Heather Smith. Motion passed 5-0-1 with Dan Klein abstaining.**

**Denise Day moved to approve the March 1<sup>st</sup>, 2023 Non-Public Meeting minutes (set of three), 2<sup>nd</sup> by Heather Smith. Motion passed 4-0-2 with Dan Klein and Brian Cisneros abstaining.**

**SPECIAL ANNOUNCEMENT**

Nathan Lunney, President of the NH Association of School Business Officials, presented Sue Caswell with the 2023 Alexander J Blastos Distinguished Service Award. The award is given to an individual that exemplifies kindness, patience, and a commitment to education. Sue will receive recognition in two separate events later this year. The school board congratulated her for this well-deserved honor.

**V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS**

**A. District**

Misty Lowe of Mast Way announced there are currently 50 students registered for kindergarten. She updated the Board with the following events that have occurred over the past month: Read Across America Week included thematic fun, an assembly, and special food days; WMUR visited the 3<sup>rd</sup> grade classrooms, and those students visited the middle school Green Room; a variety of after school activities are underway; and the second parent session of Open Circle has begun. Parents can reach out to school psychologist Felicia Sperry for information on upcoming sessions and dates. Misty thanked Susan Leifer for providing after-school STEM activities. Currently the high school Code Runners Club is providing programming activities to 1<sup>st</sup> graders. A collaborative Energy Project with math, science, library, tech integrators, and teachers is occurring at Mast Way, and it will conclude with a presentation of student learning.

David Goldsmith of Moharimet announced there are currently 43 students registered for kindergarten. Over five different organizations, including Girls on the Run, One World Language, Durham Parks & Rec, 7 Rivers Paddling, and Quest Martial Arts, are offering after school activities to students. The Destination Imagination teams recently competed, and a 3<sup>rd</sup> grade team will be advancing to States on Saturday, which is a huge feat for this age group. The Pancake Breakfast, which hasn't occurred since 2019, returned with over 1200 attendees! Band and choral performances, Irish step dancers, student work, and sold-out sales of maple syrup were part of the culminating event. Sap is still being boiled so more maple syrup will be available for purchase soon. David thanked the Nutrition Department, Jim Davis, the parent & teacher volunteers, as well as all the faculty for their hard work and efforts in bringing this historical event back to its full capacity.

Jay Richard of ORMS announced that spring sports will begin next week, which includes track, lacrosse, softball, and baseball. Preparations for the annual Washington D.C. trip are underway and currently 130 students are signed up for the April Break trip. Five Robotics teams will be attending Championships in Dallas, TX and the quarter will be closing in early April.

Rebecca Noe of ORHS acknowledged Cathi Stetson and Alexander Taylor for all their hard work and hours spent rehearsing for *Beauty & the Beast*. The singing and dancing were phenomenal, and she said the entire cast and crew should feel proud for delivering such an amazing performance! PSATs and SATs took place today for and sophomores and juniors. Rebecca thanked Shannon Caron for the organization, Celeste Best for the tech setup, and Dan Chick for the accommodations. The freshmen participated in a variety of activities, including 12 STEM stations provided by the Naval Shipyard, team-building activities by EPW, and a vaping presentation by Breathe NH. During the recent Barrington Course Night, 39 families were welcomed at a meeting that included department reps and course registration. On Thursday the Freshmen class will view a Romeo & Juliet production and on Friday Tona Brown will visit the school to participate in a student led Q&A session. Ms. Brown will perform in the evening at the ORMS Recital Hall at 7pm. Since many snow days fell on Blue days, Monday's White day will now be Blue. On April 6<sup>th</sup> Chris Herren will visit the sophomore class with a message about substance abuse and prevention. An "opt out" link is available to parents via the newsletter. Important dates in April include the end of Quarter 3 on the 7<sup>th</sup>, the release of report cards on the 17<sup>th</sup>, and prom ticket sales from the 10<sup>th</sup>-21<sup>st</sup>. The 2023 prom will be held on May 25<sup>th</sup>.

## **B. Board**

Denise Day shared that she participated in many of the amazing events that occurred during the last few weeks, including the *Beauty & the Beast* musical that was wonderful, the sugaring experience and breakfast that was an excellent time, and the artwork on display at the Durham Public Library that is worth checking out. She attended the Mental Health Matters forum hosted by the HS Student Senate and gave a shoutout to moderator Delaney Nadeau for her excellent job leading the panel.

Heather Smith also gave praise for the absolutely fantastic job put on by the cast of *Beauty & the Beast* and told the students they should feel incredibly proud. She said the Moharimet Pancake Breakfast offered terrific community building and she congratulated the elementary and middle school Imagination Destination teams that qualified for States. Heather also thanked Suzanne Tomaszewski for inviting her in to read and gave a shout out to the Robotics Team that will be competing at UNH this weekend.

## **VI. DISTRICT REPORTS**

### **A. Assistant Superintendent/Curriculum & Instruction Report(s)**

Suzanne Filippone announced April 13<sup>th</sup> as the next Community Dinner hosted by the Sustainability Club and more info will be available soon. The Durham Parks & Rec REACH camp will be running from July 10<sup>th</sup>-Aug 4<sup>th</sup>, and it is almost full. She thanked Rachel Gasowski for collaborating and getting it up and running. In April, planning will begin for summer professional development opportunities. OGap Training, which is evidence-based training to enhance curriculum already in place, will take place this summer for teachers in grades 3-8. The district will host OGap fraction training in July.

Eighth Grade Transition {Shannon Caron/Stephanie Kadden}

ORHS Director of Counseling Shannon Caron and ORMS Grade 8 Counselor Stephanie Kadden provided a “High School Transition” slideshow to the Board. They explained that the transition is an extensive, multi-year process incorporating Academic, Social & Environmental, and Grading System components.

Academically speaking, 8<sup>th</sup> graders participate in a Career Exploration lesson that encourages them to think about post-secondary options. They are provided with Math and World Language course possibilities, the overall course registration process & class offerings, and a 1:1 course selection appointment. Parents also receive information in an “8<sup>th</sup> grade Parent Night.”

Students are given a variety of opportunities to interact together in the high school environment, including a step-up day, summer programming, 9<sup>th</sup> grade Freshmen Orientation & Parent Night, and freshmen team building activities. The social and environmental transition to the high school setting comes with responsibility and independence, which is fostered through safe & caring advisory sessions throughout the year.

Regarding the grading system, 9<sup>th</sup> graders receive advisory support and flex time to connect with teachers on assignments. New this year was an 8<sup>th</sup> grade lesson on how students will be graded at the high school. To ensure students are having the best transition possible, students are encouraged to complete a survey in which the results are used to improve the process. Data shows that students are transitioning well to the high school. 83% of survey respondents reported that the transition was easy or extremely easy for them. 84% remembered hearing about the ORHS 100-point grading scale while they were in 8<sup>th</sup> grade and 95% of the current HS respondents reported that they understood the grading system.

Shannon and Stephanie shared student quotes, including this final thought from a current 10<sup>th</sup> grader, “Don’t be afraid, be excited and don’t allow the work and stress to overload the fun things that also come with high school like sporting events and other activities. Don’t be scared to put yourself out there.”

Board members clarified the course add/drop time which allows students try a class and switch if it’s not what they thought it would be, commented on the need for transition continuity and consistency year to year as counselors change grade levels, and suggested a similar transition between the elementary and middle school.

**B. Superintendent’s Report**

Dr. Morse remarked that Beauty & the Beast was totally amazing, and the performance was beyond what you’d expect. He acknowledged Sue Caswell’s special recognition, and reminded the listening audience that renowned artist Tona Brown will be performing Friday night at 7pm in the ORMS Recital Hall. Tona is a master musician that has performed at the White House and Carnegie Hall. He encouraged students and families to attend, stating that the experience will be something to remember for a lifetime.

Acknowledgement of Retirees

Dr. Morse acknowledged the retiring members of the Oyster River community stating they have dedicated their life to provide quality education and mentorship. Dr. Morse said the district attracts great people because of the great staff, board, and families that ultimately make it a “Destination School District.” In his closing words he said the reputation we have today has been built by these dedicated people. Dr. Morse shared words of appreciation for each of the following retirees:

Mast Way – Dennis Ferland, Debra Hasting, Kevin Masse, Katherine Moore, and Suzanne Tomaszewski

Moharimet – Robyn Czepiel and Cristina Dolcino

ORMS - Catherine Dawson, Alfred Lofgren, and David Montgomery

ORHS – David Hawley, Donald Maynard, Mark Milliken, and Cathi Stetson

District-Wide – Darrel Breton, Theresa Proia, Bruce Stocker, Susan Caswell, and Doris Demers

Heather Smith, Denise Day, and Paige Burt also offered words of appreciation for the teachers that were impactful to them and their families.

Solar Array Data Update

Sue Caswell updated the Board on the solar array data usage and costs. She explained that the only provider that will honor the solar array is Eversource and they provide a credit for the solar usage, however, during the months of October-March the array is not generating a large credit. She suggested using an alternative provider during the winter months, which would have a potential savings of \$15k.

**C. Business Administrator** – Reported above.

**D. Student Representative Report**

Paige Burt spoke highly of the Student Senate's Mental Health Matters forum that provided voice to students and counselors as they discussed important issues affecting teenagers. She congratulated the winter sports for making it as far as they did in playoffs and recognized the track athletes who competed in Nationals. Paige provided details to Tona Brown's visit which will be at the middle school on Thursday and the high school on Friday. The school JEDI club helped organize a Q&A session with Tona for the morning advisory/flex period. An evening performance will take place at 7:00pm at the ORMS recital hall and on Saturday Tona will host a discussion at the UNH Memorial Union Building from 5:30-7:30pm. The next Coffee House will be held on April 4<sup>th</sup> in the MPR, and the cost is \$5 at the door.

**E. Finance Committee Report** – None provided.

**F. Other** – None provided.

**VII. UNANIMOUS CONSENT AGENDA – Michael Williams asked if any items needed to be discussed separately and the board had no concerns.**

- Nominate and approve Continuing Contract Professional Staff Members as submitted by the Superintendent.
- Moharimet Maternity Leave of Absence from Beginning of 2023-24 school year through October 2023.
- ORHS Letters of Resignation/Retirement.

**Michael Williams made a motion to approve the Unanimous Consent Agenda, 2<sup>nd</sup> by Denise Day. Motion passed 6-0 with the student representative voting in the affirmative.**

**VIII. DISCUSSION & ACTION ITEMS**Nomination of Business Administrator

Dr. Morse nominated Amy Ransom for Business Administrator. He said she has done an amazing job serving for large and small districts, and he believes she will do an amazing job at Oyster River.

**Heather Smith made a motion to approve the nomination of Business Administrator, 2<sup>nd</sup> Denise Day. Motion passed 5-0-1 with Brian Cisneros abstaining and the student representative voting in the affirmative.**

E-Rate Bid (Josh Olstad)

IT Director Josh Olstad made a recommendation to continue service with UNH for Internet access. He stated they are not the lowest bidder, but since they are not a business, they are more accessible and provide a level of service different than a business. Dr. Morse agreed that their quality of service is outstanding and to give it up for a couple thousand dollars doesn't make sense. Josh also made the recommendation to continue service with First Light for dark fiber connection. He said they are the current vendor, and they are offering a decrease in price from what the district currently pays.

**Matt Bacon made a motion to approve the E-Rate Bid for Internet Access with UNH and WAN Connections as presented, 2<sup>nd</sup> by Heather Smith. Motion passed 6-0 with the student representative voting in the affirmative.**

List of Policies for a first read: BEDH & R – Public Comments at Board Meetings Policy & Procedure, Policy JJJ – Access to Public School Programs by Non-Public, Charter Schools and Home Education Pupils.

Denise updated the Board with policy corrections based on last meeting's questions.

**Denise Day made a motion to approve the policies for first read: BEDH & R – Public Comments at Board Meetings Policy & Procedure, Policy JJJ – Access to Public School Programs by Non-Public, Charter Schools and Home Education Pupils, 2<sup>nd</sup> by Matt Bacon. Motion passed 6-0 with the student representative voting in the affirmative.**

#### **IX. SCHOOL BOARD COMMITTEE UPDATES**

The Manifest Committee met and completed the following manifests.

Payroll Manifest #18 Total is \$1,884,260.58

Payroll Manifest #19 Total is \$1,153,239.44

Vendor Manifest #19 Total is \$1,631,559.05

Heather Smith provided the following Sustainability Committee updates: Sara O'Brien is supervising a new Sustainability Club at ORMS, composting bins have been distributed to Team spaces in the middle school, and teacher leaders will be attending April department meetings to discuss sustainability opportunities with teaches. Save the date for the next Community Dinner on April 13<sup>th</sup>.

#### **X. PUBLIC COMMENTS**

Tom Newkirk, resident of Durham and former board member, thanked Michael Williams for his dedication to the board. He admired his work as chair and the changes he made. He felt Michael's ability to understand math and explain finances in relatable terms was an added benefit that he really appreciated.

#### **XI. CLOSING ACTIONS**

**A. Future Meeting Dates:** April 5, 2023 – Regular School Board Meeting @ 7:00 PM MS Recital Hall  
April 19, 2023 – Regular School Board Meeting @ 7:00 PM MS Recital Hall

**XII. NON-PUBLIC SESSION:** RSA 91-A:3 II {If Needed}

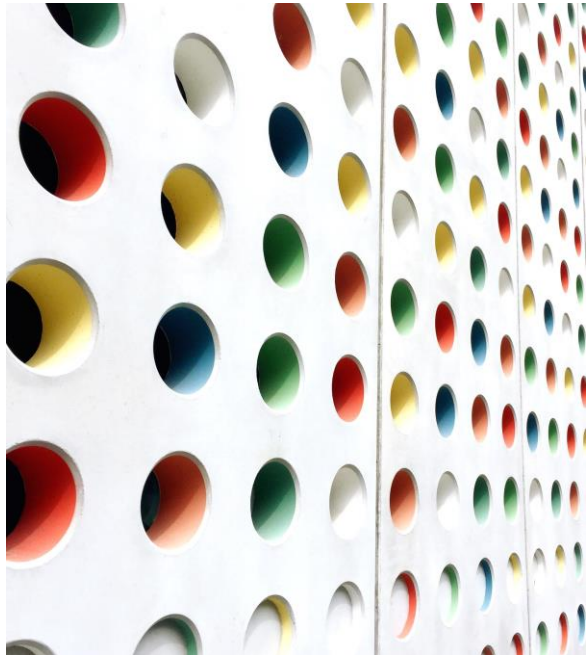
**NON-MEETING SESSION:** RSA 91-A2 I {If Needed}

#### **XIII. ADJOURNMENT:**

**The School Board reserves the right to take action on any item on the agenda.**

**Heather Smith made a motion to adjourn the meeting at 8:37pm, 2<sup>nd</sup> by Dan Klein. Motion passed 6-0 with the student representative voting in the affirmative.**

Respectfully Submitted,  
Karyn Laird, Records Keeper



# Reporting Student Learning at ORMS

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UPDATE

APRIL 2023

SCHOOL BOARD MEETING

# Review ORMS Goals

ORMS Goal: Improve and increase communication with parents about student learning:

- Increase Consistency
- Centralize the location of information (easier for parents to access)
- Create a “report card” that shows a snapshot of student learning
- Include student self-reflection with communication that is sent to parents (Academic and HOL)

Stakeholders and Others Involved: Parents, Professional Staff, Student Information Specialist, IT Director, Assistant Superintendent, Digital Learning Specialist, PowerSchool representatives, Schoology representatives, and Middle School Administration

# Changes Instituted from Feedback

Increased Consistency - Changes made to when and how student progress is being reported.

Centralize Location - ORMS shifted to PowerSchool for reporting learning. All district schools use PowerSchool. Parents enter Schoology (LMS) to learn more about individual student assignments by content. All content teachers have individual Schoology pages. Schoology is primary resource when absent.

Physical Report Card - Copies of the report cards are now given to students and parents on reported dates. Report cards can also be accessed digitally in PowerSchool (new transcript).

Include Student Self-Reflection - Students have started self reflections that are emailed home to parents.



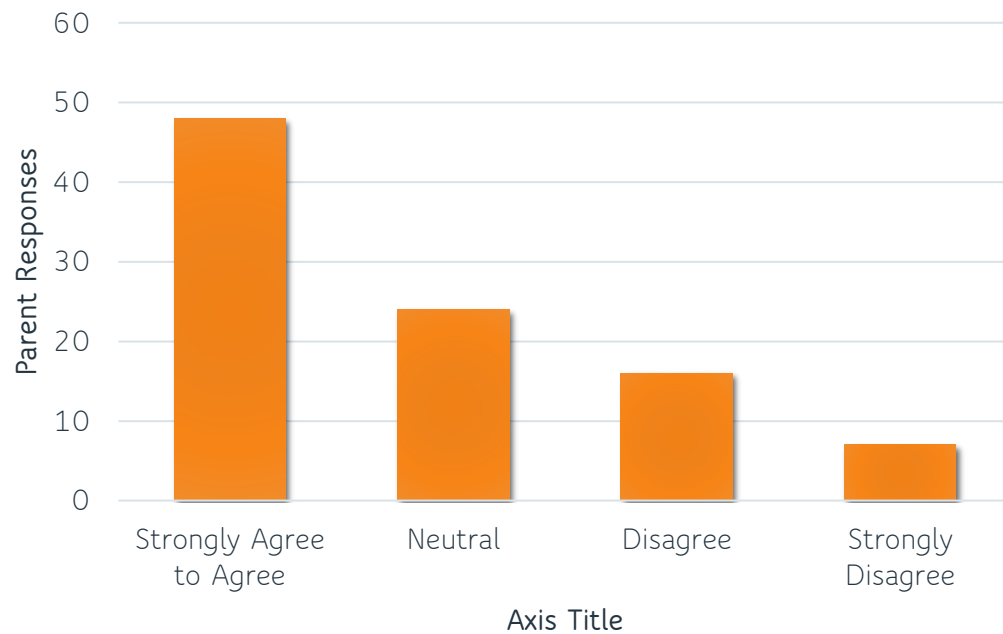
# Articulated Goals at November School Board Meeting

1. Solicit feedback from parents, teachers and students on progress reporting after the first semester.
2. Continue to provide hard copies of student progress reports.
3. Refine how students are self reflecting on learning progress, which is shared with parents. For example, adding Bobcat time as a part of the self reflection.

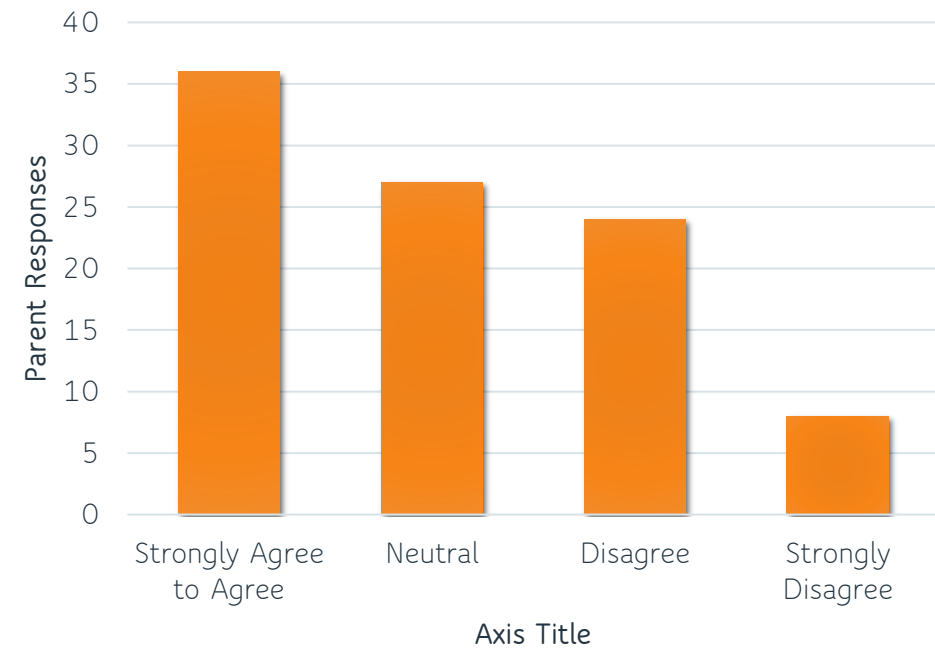
# Feedback from Parents about Reporting

"Far better than last year. Thanks for the hard work! I'm not a fan of having to toggle between PowerSchool and Schoology to find comments on assignments, but this in minor. The information is there and available, I just need to leave PS at times to find it."

Using PowerSchool to centralize progress reporting has been effective and more convenient for you as a parent/guardian?

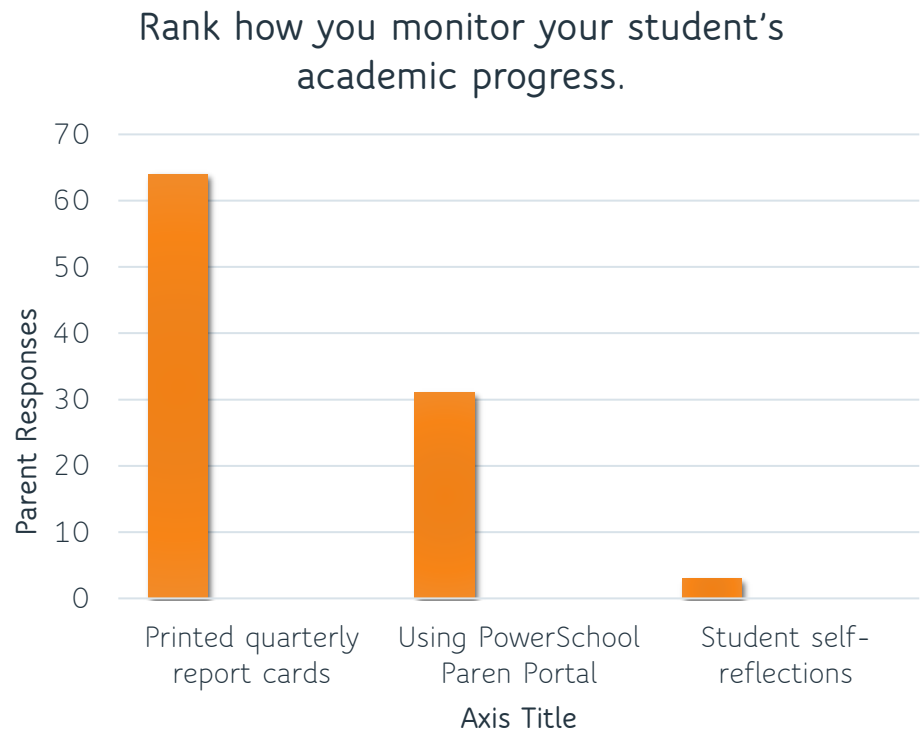


The Student self-reflections that I receive via email have been informative.



# Feedback from Parents about Reporting

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## Common Parent Comments Focused On:

1. Appreciation for the changes made to the reporting and the paper copy sent home.
2. Greater clarity and understanding of competency-based grading.
3. Questions around the self-evaluation.

# Feedback from Students

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1. At the end of each quarter, students receive a printed quarterly report card.
2. Students fill out a mid-quarter self-reflection that they email to their parent/guardian.
3. Parents can view student progress anytime using the PowerSchool Parent Portal

132 7<sup>th</sup> graders, 89 8<sup>th</sup> graders completed the feedback form (*7<sup>th</sup> and 8<sup>th</sup> graders have the most experience with reporting*)

All students reported they know how to access their grades in PowerSchool.

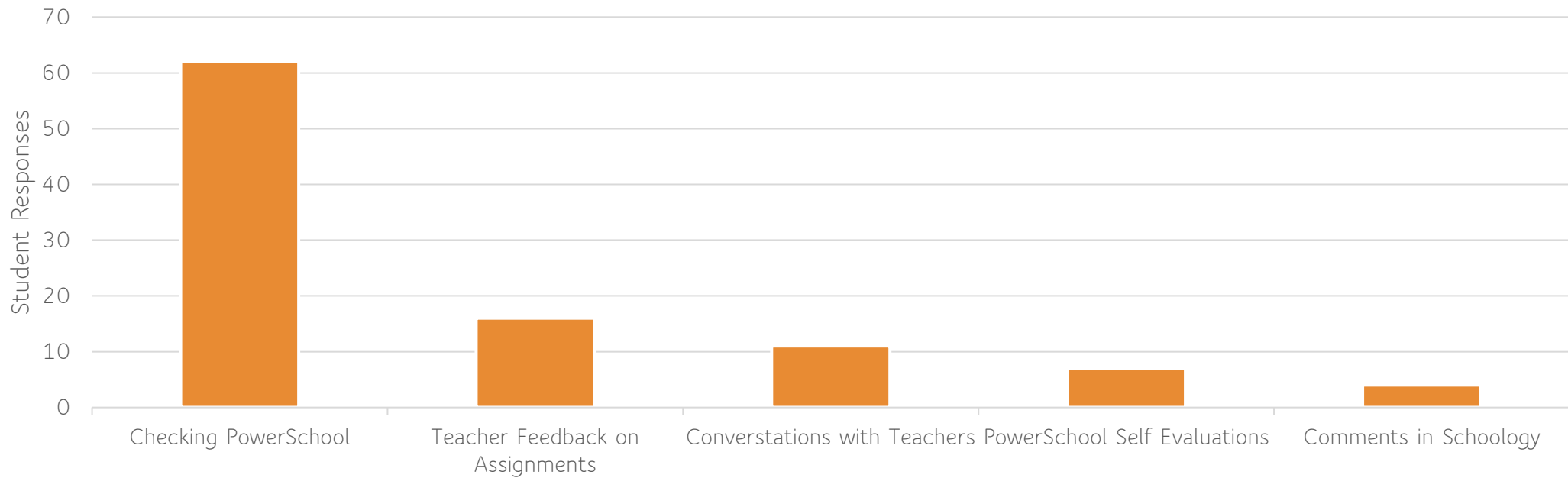
Students responded that they know how to find teacher feedback and assignments on Schoology.

Students responded that they understood what they needed to do to relearn and reassess.

# Feedback from Students

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How do you figure out how you are doing in your classes? What is your preferred method?



# ORMS Next steps:

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Staff discussions on student self-reflection. Can we make this more helpful for parents?  
Consistency across the school is important.

Send PowerSchool directions every quarter. Encourage parents to reach out directly to teachers with questions via school and team newsletters.

Send paper copies of the report cards. Parents have appreciated this, some students not so much!

Open house grade level teacher presentations.

Office of the Superintendent  
Oyster River School District  
36 Coe Drive, Durham, NH 03824

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INTEROFFICE MEMORANDUM

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TO: School Board  
FROM: Dr. Jim Morse, Superintendent  
DATE: March 31, 2023  
RE: Discussion Items

We are fast approaching the end of the 2022-23 school year. The Board's priorities for the year were progress on the Strategic Plan and completing your goals for the year. We have made multiple reports this year and have kept the Board abreast of district progress. In addition to normal agenda work items, the following Strategic Plan items are up for discussion/actions and are scheduled for the remaining six meetings.

- |  |          |
|--|----------|
| 1. MS Competency Reporting Survey Results, | April 5  |
| 2. Board DEIJ Workshop                     | April 19 |
| 3. NESDEC Super Search Discussion          | May 3    |
| 4. Sustainability Report                   | May 17   |
| 5. Curriculum Cycle Discussion             | June 7   |
| 6. End of the Strategic Plan Report        | June 21  |
| DEIJ Final Report                          |          |
| New Webpage Update                         |          |
| 7. NESDEC full Board Workshop              | July     |
| (Scheduled for the one meeting in July)    |          |

The Board and administration have done a remarkable job staying focused on the strategic plan and Board goals. The items above bring closure to our work during the 2022-23 school year.

INTEROFFICE MEMORANDUM

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TO: School Board  
FROM: Suzanne Filippone  
DATE: March 31, 2023  
RE: 2022-2023 School Calendar & Snow Days

ORCSD has experienced 5 snow days in the 2022-2023 school year: December 23<sup>rd</sup>, January 20<sup>th</sup>, January 24<sup>th</sup>, March 14<sup>th</sup> and March 15<sup>th</sup>.

The ORCSD calendar shows the last day of school, without snow days, as Friday, June 16, 2023.

We would like for the School Board to consider making up one of the snow days on May 26<sup>th</sup> and completing the school year with students on Friday, June 16, 2023. By implementing a student day on the May 26<sup>th</sup> TW day, we will gain the hours lost to one of our snow days, leaving the district with 4 snow days. The district has enough hours to exceed the requirements set forth by the state without making up the remaining four student snow days. Completing the school year on June 16<sup>th</sup> is the least disruptive for families; allowing for parents/guardians and students to continue with their summer vacations and camps as planned.

Finishing with students on June 16<sup>th</sup> leaves five contracted teacher days to be fulfilled. Four of the days would be fulfilled on June 20, 21, 22 and 23, 2023, with Teacher Workshop days. This allows for the district to make up the lost TW Day from May 26<sup>th</sup> and engage in sought after structured professional learning focusing on the Strategic Plan, as outlined below. Leaving one remaining contracted teacher day to be discussed with the Teachers Guild.

Leadership has meet and has identified the following areas in the Strategic Plan:

- Curriculum writing and alignment K-4, 5-8 and 9-12 as well as k-12
- Literacy Professional Learning K-4, 5-8 and 9-12 as well as k-12
- CPI Training: Crisis Prevention Institute Training
- Eureka Squared – K-5 updated math program for the 2023-2024 school year
- Open Circle, Caring School Community, HS Programming examination
- MTSS
- DEIJ Optional Trainings
- Communication Trainings – Best Practices Manual
- Others as identified by each building Principal.

Thank you for considering this request. Parents, Guardians, staff and students will appreciate firm dates for the end of the school year. “





Report of Appropriations as Voted  
Oyster River

(RSA 21-J:34 and RSA 198:4-a)

For the period beginning July 1, 2023 and ending June 30, 2024

Form Due Date: **20 Days after the Annual Meeting**

**SCHOOL BOARD CERTIFICATION**

This is to certify that the information contained in this form, appropriations actually voted by the school district meeting, was taken from official records and is complete to the best of our knowledge and belief. Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name	Position	Signature
Dr. James C. Morse, Sr.	Superintendent	
Susan P. Caswell	School District Clerk	
Denise Day	School Board Member	
Brian Cisneros	School Board Member	
Daniel Klein	School Board Member	
Heather Smith	School Board Member	
Matthew Bacon	School Board Member	
Thomas Newkirk	School Board Member	
Giana Gelsey	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:  
<https://www.proptax.org/>

**For assistance please contact:**  
NH DRA Municipal and Property Division  
(603) 230-5090  
<http://www.revenue.nh.gov/mun-prop/>



Report of Appropriations as Voted

Account	Purpose	Article	Appropriations As Voted	Elementary	Middle/Jr.	High
<b>Instruction</b>						
1100-1199	Regular Programs	3	\$21,602,318	\$6,965,783	\$6,889,461	\$7,747,074
1200-1299	Special Programs	3	\$7,205,441	\$2,581,373	\$2,238,940	\$2,385,128
1300-1399	Vocational Programs	3	\$100,000	\$0	\$0	\$100,000
1400-1499	Other Programs	3	\$849,671	\$36,389	\$165,656	\$647,626
1500-1599	Non-Public Programs		\$0	\$0	\$0	\$0
1600-1699	Adult/Continuing Education Programs		\$0	\$0	\$0	\$0
1700-1799	Community/Junior College Education Programs		\$0	\$0	\$0	\$0
1800-1899	Community Service Programs		\$0	\$0	\$0	\$0
<b>Instruction Subtotal</b>			<b>\$29,757,430</b>	<b>\$9,583,545</b>	<b>\$9,294,057</b>	<b>\$10,879,828</b>
<b>Support Services</b>						
2000-2199	Student Support Services	3	\$5,140,461	\$1,575,475	\$1,369,574	\$2,195,412
2200-2299	Instructional Staff Services	3	\$1,106,309	\$431,071	\$344,511	\$330,727
<b>Support Services Subtotal</b>			<b>\$6,246,770</b>	<b>\$2,006,546</b>	<b>\$1,714,085</b>	<b>\$2,526,139</b>
<b>General Administration</b>						
2310 (840)	School Board Contingency		\$0	\$0	\$0	\$0
2310-2319	Other School Board	3	\$160,300	\$47,406	\$48,850	\$64,044
<b>General Administration Subtotal</b>			<b>\$160,300</b>	<b>\$47,406</b>	<b>\$48,850</b>	<b>\$64,044</b>
<b>Executive Administration</b>						
2320 (310)	SAU Management Services		\$0	\$0	\$0	\$0
2320-2399	All Other Administration	3	\$1,622,784	\$502,737	\$496,155	\$623,892
2400-2499	School Administration Service	3	\$2,206,114	\$814,147	\$625,319	\$766,648
2500-2599	Business	3	\$662,965	\$196,062	\$202,032	\$264,871
2600-2699	Plant Operations and Maintenance	3	\$4,347,063	\$1,106,337	\$1,125,712	\$2,115,014
2700-2799	Student Transportation	3	\$2,367,196	\$680,879	\$710,103	\$976,214
2800-2999	Support Service, Central and Other	3	\$1,662,672	\$491,710	\$506,682	\$664,280
<b>Executive Administration Subtotal</b>			<b>\$12,868,794</b>	<b>\$3,791,872</b>	<b>\$3,666,003</b>	<b>\$5,410,919</b>
<b>Non-Instructional Services</b>						
3100	Food Service Operations		\$0	\$0	\$0	\$0
3200	Enterprise Operations		\$0	\$0	\$0	\$0
<b>Non-Instructional Services Subtotal</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Facilities Acquisition and Construction</b>						
4100	Site Acquisition	3	\$1	\$1	\$0	\$0
4200	Site Improvement	3	\$1	\$1	\$0	\$0
4300	Architectural/Engineering	3	\$1	\$1	\$0	\$0
4400	Educational Specification Development	3	\$1	\$1	\$0	\$0
4500	Building Acquisition/Construction	3	\$1	\$1	\$0	\$0
4600	Building Improvement Services	3	\$418,852	\$418,852	\$0	\$0
4900	Other Facilities Acquisition and Construction	3	\$1	\$1	\$0	\$0
<b>Facilities Acquisition and Construction Subtotal</b>			<b>\$418,858</b>	<b>\$418,858</b>	<b>\$0</b>	<b>\$0</b>



**Report of Appropriations as Voted**

**Other Outlays**

5110	Debt Service - Principal	3	\$796,800	\$0	\$0	\$0
5120	Debt Service - Interest	3	\$1,430,932	\$0	\$0	\$0
<b>Other Outlays Subtotal</b>			<b>\$2,227,732</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Fund Transfers**

5220-5221	To Food Service	3	\$890,214	\$0	\$0	\$0
5222-5229	To Other Special Revenue	3	\$641,000	\$0	\$0	\$0
5230-5239	To Capital Projects		\$0	\$0	\$0	\$0
5251	To Capital Reserve Fund		\$0	\$0	\$0	\$0
5252	To Expendable Trusts/Fiduciary Funds	4	\$125,000	\$0	\$0	\$0
5253	To Non-Expendable Trust Funds		\$0	\$0	\$0	\$0
5254	To Agency Funds		\$0	\$0	\$0	\$0
5310	To Charter Schools		\$0	\$0	\$0	\$0
5390	To Other Agencies		\$0	\$0	\$0	\$0
9990	Supplemental Appropriation		\$0	\$0	\$0	\$0
9992	Deficit Appropriation		\$0	\$0	\$0	\$0
<b>Fund Transfers Subtotal</b>			<b>\$1,656,214</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>Total Voted Appropriations</b>			<b>\$53,336,098</b>	<b>\$15,848,227</b>	<b>\$14,722,995</b>	<b>\$18,880,930</b>
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**Report of Appropriations as Voted**

Description	Function	Object	Elementary	Middle/Jr.	High	Total
Tuition to NH LEA's	All	561	\$0	\$0	\$100,000	\$100,000
Other Tuition	All	562-569	\$666,325	\$211,299	\$277,021	\$1,154,645
Land & Improvements	All*	710				\$0
Buildings	All*	720				\$0
Additional Equipment	All*	730	\$41,739	\$54,607	\$99,393	\$195,739
Summer School	1430		\$15,274	\$12,730	\$15,275	\$43,279

*\* includes all functions except 4100*



**Susan Caswell**  
**Business Administrator**

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ORCSD  
36 Coe Drive  
Durham, NH 03824  
Tel. (603) 868-5100  
Fax (603) 868 6668  
scaswell@orcscd.org

TO: Oyster River School Board  
FROM: Sue Caswell, Business Administrator  
DATE: April 5, 2023  
RE: Tennis Court Usage

Since we are starting to get request to use the tennis courts, I met with Andy Lathrop, Jasmine Daniels, and Anne Kimball to discuss access and security measures. We talked about public use and potential rental of the space.

Jasmine indicated that she could purchase a coded lock to secure the gate. This lock would allow us to assign a code to anyone authorized to access the courts. We would post a sign at the courts with contact information for anyone who would like to obtain a code to be able to access them for public use. This would be limited to times when they are not being used by the district or reserved for outside organizations.

Rental of the space would be included in the MLS scheduling system at \$300 for a half day for profit organizations and \$150 for nonprofit groups. This is in line with the \$77/hour fee charged by UNH. We would also like to charge a \$25 onetime fee for anyone who request a code to use them free of charge.

This plan is not without potential issues. We thought we would try it for now and see how it works

**2023-2024  
Non-Tenure List to School Board  
Updated: 03/21/2023**

<b>First Name</b>	<b>Last Name</b>	<b>Location</b>	<b>Continuing Contract Date</b>
Emily	Randall	Moharimet	2024-2025
Rachel	Allen	Moharimet	2026-2027
Meghan	Hubbard	Moharimet	2024-2025
Briana	Roman	Moharimet	2026-2027
Robert	Pavlik	Moharimet	2026-2027
Open	Position (School Psychologist)	Moharimet	2025-2026
Open	Position (grade 1)	Moharimet	to be determined
Open	Position (Speech/Language)	Moharimet	to be determined
Melanie	Anctil	Mast Way	2024-2025
Trista	Fitch	Mast Way	2026-2027
Amy	Walter	Mast Way	2025-2026
Alison	Neri	Mast Way	2024-2025
Ian	Henry	Mast Way	2024-2025
Amanda	Freeman	Mast Way	2027-2028
Jackie	Jorgensen	Mast Way	2025-2026
Katherine	McKay	Mast Way	2025-2026
Chris	Milner	Mast Way	2025-2026
Open	Position (Art)	Mast Way	to be determined
Open	Position (School Nurse)	Mast Way	to be determined
Open	Position (Librarian)	Mast Way	to be determined
Open	Position (Special Education)	Mast Way	To be determined
Nicole	Casimiro	ORHS	2024-2025
Hannah	Cunningham	ORHS	2025-2026
Amy	Beranger	ORHS	2025-2026
Heather	Haudenschild	ORHS	2027-2028
Kate	Heaney	ORHS	2027-2028
Paul	Lewis	ORHS	2025-2026
Joseph	Pratte	ORHS	2025-2026
Tracy	Demers	DISTRICT	2027-2028
Vivian	Jablonski	ORHS	2024-2025
Heidi	Sant	ORHS	2025-2026
Megan	Thompson	ORHS	2024-2025
Alexander	Eustace	ORHS	2026-2027
Lisa	Harling	ORHS	2024-2025
Allison	Plourde	ORHS	2024-2025
Lisa	Fan	ORHS	2026-2027
Open	Exercise, Physiology & Wellness	ORHS	to be determined
Open	Business/Computer Ed	ORHS	to be determined
Open	Special Education	ORHS	to be determined
Open	Social Studies	ORHS	to be determined
Open	Business	ORHS	to be determined

**2023-2024  
Non-Tenure List to School Board  
Updated: 03/21/2023**

Emily	Burke	ORMS	2024-2025
Lauren	Gray	ORMS	2024-2025
Bernadette	Labbe	ORMS	2024-2025
Kayla	Livingston	ORMS	2024-2025
Jade	Terrill	ORMS	2025-2026
Alison	Smith	ORMS	2025-2026
Jacob	Boulay	ORMS	2026-2027
Josie	Earle	ORMS	2024-2025
Sarah	Gahm	ORMS	2026-2027
Elaine	Hu	ORMS	2026-2027
Stephanie	Kadden	ORMS	2024-2025
Cheryl	Thibodeau	ORMS	2026-2027
Michael	Hope	ORMS	2027-2028
Jan	Keravich	ORMS	2025-2026
Open	Position (Special Ed)	ORMS	to be determined
Open	Position Technology Ed	ORMS	to be determined
Open	Position (Social Studies)	ORMS	to be determined
Open (1 yr. LOA)	Language Arts	ORMS	to cover 1yr LOA

Oyster River Cooperative School District  
Nomination Form

#of Resumes Received: 7

Name:	Trista Fitch
Date:	3/27/2023
Position:	Full Time Art Teacher - 1.0 FTE
School for Position	<input checked="" type="checkbox"/> MW <input type="checkbox"/> MOH <input type="checkbox"/> MS <input type="checkbox"/> HS
Person Replacing:	Debra Hastings
Budgeted Amount:	\$71,829
Recommended Step/Salary:	BA Step 3 \$46,903
Interviewed By:	Misty Lowe
# Interviewed:	1 Internal Candidate
Education:	BS in Elementary Art K-12
Certification:	NH Certified in Art Education
Related Experience:	2 years as a part time Art Teacher at Mast Way School.
Comments:	Trista is a long standing member of the Mast Way School community serving as a volunteer, PTO leader, Library Paraeducator, Kindergarten Paraeducator and currently our part time Art Teacher. Trista is passionate about teaching art to elementary age students and is excited to serve full time in this role at Mast Way. Trista has had the privilege to work alongside Deb Hastings for the last two years as they collaborated closely as the two part time art teachers.
Date: <u>3.27.23</u>	Authorized Signature: <u><i>Misty Lowe</i></u>

<b>REQUIRED Attachments:</b>
<input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> 3 Letters of Recommendation <input checked="" type="checkbox"/> Copy of Certification



Policies for  
 First/Second Read/Adoption/Deletion  
**SB Meeting of**  
**April 5, 2023 – Second Read/Adoption**

Title	Code
<b>Policies for First Read</b>	
<b>Policies for Second Read/Adoption – Unanimous Consent</b>	
Public Comments at Board Meetings	BEDH
Procedure	BEDH-R
Access to Public School Programs by Non-Public, Charter Schools & Home Education Pupils	JJJ
<b>Policies for Deletion/Replacement</b>	
<b>Policies in Process</b>	
Discipline Polices to be reviewed	JIDD
Graduation	IKF
Early Graduation	IKFA
Website Accessibility and Grievance	KEE

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEDH
School Board Public Hearing/First Read: October 6, 2021 School Board Second Read Adoption: October 20, 2021 School Board Annual Review: April 6, 2022 <a href="#">Policy Committee Review: January 12, 2023 &amp; 2/9/23</a> <a href="#">School Board First Read: February 15, 2023</a> <a href="#">Back to Policy: March 9, 2023</a> <a href="#">School Board First Read: April 5, 2023</a> <a href="#">School Board Second Read/Adoption: April 5, 2023</a>	Page 1 of 1 Category: Recommended

## PUBLIC COMMENT AT BOARD MEETINGS

The primary purpose of the Oyster River Cooperative School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. The public is encouraged to attend all public meetings of the Board. However, the public is not allowed to participate in public Board meetings except during public comments. The Board will allow public comments at regular public meetings [and workshops](#).

Public comments can be limited by the Chairperson in order to accomplish the agenda in a timely manner. For the School Board to conduct its meetings properly and efficiently, and in order to assure that persons who wish to appear before the Board may be heard, it is expected that the following will guide public comments at Board meetings:

1. Consistent with RSA 91-A:3, Policy BEDB-[Agenda Preparation & Format](#), and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public agenda that is to be properly discussed in a non-public session. Complaints regarding district staff will be directed to the Superintendent.

[2. Consistent with RSA 189:74, public comment can happen anytime within 30 minutes of the start of public comment, even when after the Board has moved on to other topics. Additionally, the required 30-minute limit minimum only applies to the first public comment period at any meeting if more than one comment period is on the agenda.](#)

[23. All speakers are to conduct themselves in a civil manner. Obscene, slanderous, defamatory or violent statements will be considered out of order and will not be tolerated. The Board Chairperson may terminate the speaker's privilege of address if the speaker does not follow this rule of order. Individuals who may speak during Public Comment includes, residents of the District, parents or guardians of students who attend District schools and students](#)

[34. Individuals who may speak during Public Comment include, residents of the District, students, and parents or guardians of students who attend District schools and students. Other](#) Non-residents who wish to speak will be required to receive authorization from the Board Chair prior to the meeting.

[45. Speakers may not delegate others to speak on their behalf or "give" time to other speakers.](#)

[6. Consistent with RSA 189:74: I and in the interest of protecting personally identifiable information \("PII"\) as well as other confidential information, comments \(including complaints\) regarding individual students, volunteers, or employees \(other than the Superintendent\) should be directed to the Superintendent or otherwise as provided under the complaint/grievance resolution processes set forth in Board Policy KEB-\[Public Complaints about School Personnel, Employees, Students or Administration to the School Board\]\(#\).](#)

This policy affects public access to the Board and the public's Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right-to-Know law that may not be suspended. This policy will be reviewed by the Board and all standing advisory committees annually before the end of April to ensure full awareness and compliance.

### **Legal Reference:**

RSA 91-A:2, Meetings Open to Public  
RSA 91-A:3, Non-Public Sessions

### **Cross Reference:**

BEDH-R & R1 – Public Comment Procedure & Sign-in Form  
BEA – Regular Board Meetings  
BEC – Non-Public Sessions  
BEDB – Agenda Preparation and Format

## KEB – Complaints about School Personnel

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT	BEDH-R
Policy Committee: September 9, 2021 School Board Public Hearing/First Read: October 6, 2021 School Board Second Read Adoption: October 20, 2021 <a href="#">Policy Committee Review: January 12, 2023 &amp; 2/9/23</a> <a href="#">School Board First Read: February 15, 2023</a> <a href="#">Back to Policy: March 9, 2023</a> <a href="#">School Board First Read: April 5, 2023</a> <a href="#">School Board Second Read/Adoption: April 5, 2023</a>	

## PUBLIC COMMENTS AT BOARD MEETINGS - PROCEDURE

The Oyster River Cooperative School Board values public input to the School Board through public comment time during School Board meetings as well as communications by email, letter, and other means.

In Public Comments, the School Board seeks to:

1. Include comments from as many Oyster River community members [and parents or guardians of students who attend as possible District schools](#) in the time allotted for public comments. ~~(tuition student families may speak to issues related to the building in which their child attends).~~
2. Ensure multiple positions are reflected in public comments.
3. Maintain respectful deliberation of school district matters.

To facilitate these goals, the following procedure is established:

Public Comments are included ~~in~~ [on](#) the agenda of the Regular [and Workshop meetings of the](#) School Board [at which a quorum is present](#) ~~meetings. Public Comments will generally not be included in the agenda for Workshop meetings of the School Board, additional meetings of the School Board (meetings outside of the usual twice monthly business meetings), nor for subcommittee meetings of the School Board.~~ This procedure does not apply to [emergency meetings](#), Annual Meetings of the District (which are the responsibility of the Moderator), nor to Public Hearings.

Public Comments are generally expected to be Individual comments. Group presentations will generally not be permitted outside of the time afforded to each individual speaker during Public Comments. Speakers are discouraged from consecutively reading verbatim a lengthy written statement. [Individuals speaking during Public Comments may not delegate or assign their time to another individual.](#)

[Individuals who may speak during Public Comment include, residents of the District, parents or guardians of students who attend District schools and students. Other Non-residents who wish to speak will be required to receive authorization from the Board Chair prior to the meeting.](#)

Individuals who wish to speak at the School Board meeting may be required to indicate their interest in speaking by signing-in prior to the start of the meeting. Sign-in may require names, home address, and topic(s) for comments. Alternatively, the School Board Chair may solicit information in other ways based on attendance at the beginning of the meeting.

The School Board Chair is responsible for managing time during Public Comments. Public Comments will typically be limited to 3 minutes per person, though the Chair may reduce that time if the number of speakers is 10 or more. Generally, no more than 18 speakers will be accommodated in any 30-minute public comment period.

As an agenda item, Public Comments may be extended ~~or restricted~~ by action of the Board in the modification and approval of the meeting Agenda. ~~Restricting Public Comment time at Regular meetings should only happen in unusual circumstances.~~

~~Individuals speaking during Public Comments may not delegate or assign their time to another individual.~~

Individuals preventing others from speaking or being heard or disrupting the School Board meeting outside of their designated public comment time may be directed by the Chair to leave the meeting.

### Legal Reference:

- RSA 91-A:2, Meetings Open to Public
- RSA 91-A:3, Non-Public Sessions
- [RSA 189:74: Public Comment](#)

**Cross Reference:**

BEDH – Public Participation at a Board Meeting

BEDH-R1

BEA – Regular Board Meetings

BEC – Non-Public Sessions

BEDB – Agenda Preparation and Format

KEB – Complaints about School Personnel

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## ACCESS TO PUBLIC SCHOOL PROGRAMS BY NONPUBLIC, CHARTER SCHOOL AND HOME EDUCATED PUPILS

All Oyster River Cooperative School District pupils residing in the District, whether they are home educated, or are attending public chartered school or nonpublic schools (collectively, “non-enrolled district students”), shall have access to curricular courses and co/extra-curricular programs offered by the District in accordance with RSA 193:1-c.

### A. Equal Access to District Courses and Programs.

Non-enrolled district students will have the same access as do enrolled students to the District’s courses and programs. Non-enrolled district students shall not be subject to any policies, procedures or standards with respect to participation in the District’s courses or programs that are more restrictive than those governing the District’s enrolled students. Non-enrolled district students, however, must meet the same eligibility criteria as the District’s students as described in paragraph B below.

The district allows non-enrolled district students to participate on an equal basis in courses and programs offered by the district provided they meet the eligibility requirements for participation (e.g., deadlines for registration, academic progress/performance, parental permission, third party (e.g., NHIAA) requirements, physical exams/health requirements, etc).

In the event that a course or program has reached capacity, selection between enrolled students and non-enrolled district students must be made using the same criteria, such as registration deadlines, registration dates, audition/tryout, seniority by grade, etc. If, after applying such criteria the course/program remains overenrolled, the determination should be made randomly.

If a student or their parent/guardian believes that they have not been given equal opportunity for participation in district programs, then they may appeal as outlined in Board policy [JJA – Student Activities, Clubs and Organizations](#)

### Participation in Curricular Courses.

In order to participate in the District’s curricular courses, non-enrolled district students must meet the eligibility criteria that applies to students enrolled in the school district. The building Principal will provide this eligibility criteria to parents or guardians of non-enrolled district students upon request.

Parents/guardians shall submit requests for participation in District courses in writing to the building Principal. The building Principal will verify that the eligibility standards are the same as those that apply to students enrolled in the school district.

The Principal will determine if a non-enrolled district student has satisfied eligibility criteria and prerequisites in the same manner as they would for determining whether a course satisfies requirements for awarding credits as outlined in Board policy [IK-Earning of Credits](#).

In making the determination, the Principal should consider home education evaluation materials (see RSA 193-A:6, III), course descriptions, syllabi, and/or any other relevant information offered by the parent/guardian of the student.

Requests for the related services including, but not limited to, physical therapy, occupational therapy, speech therapy, counseling, psychological, guidance, and/or special education services shall be referred to the Student Services Director. If a dispute arises between the parent/guardian and the District as to the pupil’s right to these services, the Student Services Director shall inform the Superintendent, who shall consult the District’s attorney for a legal opinion.

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**B. Use of School Texts and Library Materials.**

Non-enrolled district students will be permitted to use the school library, borrow school texts and borrow library materials, **including available laptops** under the same conditions and rules as pupils enrolled in the District.

**C. Participation in Activities and Co/extra-curricular Programs.**

Requests by non-enrolled district students for participation in District co-curricular/extra-curricular activities or programs (“activities”) shall be made in writing by the parent/guardian to the building Principal. The building Principal shall ensure that there is equal treatment and opportunity of non-enrolled district students relative to their participation in District activities.

In order to participate in District activities, non-enrolled district students must:

1. Meet the eligibility criteria for participation in the activity that apply to students enrolled in the school district, with the exception of school attendance;
2. Meet any tryout/[audition](#) criteria or their equivalent for participation in the activity that apply to students enrolled in the school district as outlined in Board policy [JJA-Student Activities, Clubs and Organizations](#); and
3. Comply with all policies, rules and regulations or their equivalent of the governing organization of the activity as outlined in Board policy [JJA-Student Activities, Clubs and Organizations](#).

Non-enrolled district students participating in district co-curricular and extra-curricular activities are subject to the same fees charged enrolled students for the activity.

**D. Appeals.**

Any student/parent/guardian who believes that the district’s policies/regulations or the State’s laws/regulations pertaining to a non-enrolled district student’s access to a course or program have not been appropriately or fairly interpreted may appeal as follows:

If the original decision being appealed was made by the Principal, then the “Principal” as used in steps 1-4 shall refer to the “Superintendent”, and the Superintendent’s decision shall be final. Step 5 shall not apply.

1. Submit a letter to the building Principal stating the nature of the concern and requesting a hearing.
2. Within five (5) school days the Principal will convene a meeting with the student and/or parents, the coach/advisor, and a teacher(s).
3. The student/parent will be given an opportunity to explain why they believe the student should be eligible for participation. Additionally, the student/parent may present information, documents or other material in support of their position. The Principal shall prepare minutes of the meeting.
4. The Principal will consider all information available and will make a final decision within three (3) school days following the meeting. The Principal will notify and inform the student/parents of their decision in writing via email. When time is of the essence, the Principal should first convey the basic conclusion as soon as practicable via telephone or email.
5. The student/parent/guardian may within 3 days of the Principal’s email of the decision submit a written request for further review by the Superintendent. The written request should describe why the Principal’s decision should not be upheld. The Superintendent may decide without further information to uphold the Principal’s decision, or may determine a further meeting is necessary. In

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either event, the Superintendent's decision will be final. If the parent/guardians do not request a review by the Superintendent, then the Principal's decision will be final as of the fourth day after the Principal's written decision was transmitted to the parents/guardians.

**Cross Reference:**

- Policy IHBG – Home Education
- Policy IK – Earning of Credit
- Policy JJA – Student Activities, Clubs and Organizations

**Legal References:**

- RSA 193:1-c, Access to Public School Programs by Nonpublic...Pupils.
- RSA 193-A:6, (Home Education), Records; Evaluation



**Oyster River School Board**

**REQUESTS FOR COMMITTEE ASSIGNMENTS  
2023 – 2024**

DRAFT for School Board: April 5, 2023

# reps	PUBLIC MEETINGS	Daniel	Brian	Thomas	Giana	Denise	Matthew	Heather
3	Policy Committee							
3	Finance							

# reps	NON/MEETING NONPUBLIC							
3	Staff and Bargaining Unit Negotiations -							

**REPRESENTATIVES TO OTHER GROUPS**

# reps		Daniel	Brian	Thomas	Giana	Denise	Matthew	Heather
2	Manifest							
1	NHSBA Delegate							
1	Wellness							
1	Sustainability							
1	Long Range Planning							
2	Sabbatical Committee							
2	Equity							

## School Board Committee Assignment Descriptions

Committee	Description
Policy	Responsible for the continuous review and revision of existing and proposed policies as regulated by NHSBA.  Meets Monthly from September - June
Finance	Responsible for budget preparation and justification of requests from the Administrators for summarization to be presented to the full Board during the budget season. Budget work is ongoing up until approval at the March elections.
Negotiations	Responsible for negotiating the Districts contracts: <u>GUILD</u> : Teachers, Counselors, librarians, nurses and other specialists. <u>ORAA</u> : Administrators: Principals, Assistant Principals, Special Service Director, Counseling Director, Assistant Special Service Directors, Athletic Director, Technology Director, School Nutrition Director, Transportation Director. <u>ORESPA</u> : All office personnel and custodians. <u>ORPaSS</u> : All paraeducators {including regular, special education (program and child specific), library aides, copy room aides, school nutrition workers, clerical aides and clerical/nurses' aides. <u>ORBDA</u> : All bus drivers.
Manifest	Responsible for review of the bi-weekly payroll and accounts payable expenditures. Meets at 6:30 PM every two weeks at a scheduled Board meeting. Additional meetings required if a Board meeting is longer than 2 weeks away.
NHSBA Delegate	Responsible for representing ORCSD by attending the NHSBA Conference pertaining to the yearly Resolutions submitted by other SAU's.
Wellness	Responsible for attending the Wellness meetings and working with the committee on District initiatives and policy revisions.
Sustainability	Responsible for attending the Sustainability meetings and working with the committee on District initiatives and policy revisions.
Long Range Planning	Responsible for attending the LRPC meetings and working with the committee on developing the enrollment projections that are reported out to the School Board on a yearly basis.
Sabbatical	Responsible for attending meetings for reviewing staff Sabbatical proposals that are submitted yearly and determining approval. Approved Sabbaticals are presented to the School Board.
Equity	Responsible for working with the Superintendent and Committee on all issues related to the Diversity, Equity, Inclusion and Justice for the District.